

COFAC Dean's Research Awards Program  
Spring 2024

Thanks to funding from the TU Office of the Provost, the Dean's Operating Budget, and the Harold J. Kaplan fund we are pleased to announce a call for proposals for the 2024-25 COFAC Dean's Research Grants. These funds will be paid out after July 1<sup>st</sup> 2024 and must be used by June 30<sup>th</sup> 2025.

This year, the research awardees will be recommended by a new college committee – The College Research Award Committee. This committee will be appointed by the Dean. Members of the COFAC Research Steering Committee and winners of last year's awards may be asked to serve as reviewers. The COFAC Dean and Associate Dean will make the final selection based on the Committee's recommendation. Awards will be announced at the COFAC Awards Meeting in May (tentatively 5/15/24).

DEAN'S RESEARCH AWARD SELECTION COMMITTEE FOR 2024

Jenna Burchick  
Tavia LaFollette  
Melissa McCabe  
Elia Powers  
Caroline Rocher-Barnes  
Michael Tristano  
Jenn Figg Co-Chair  
Susan Picinch Co-Chair

**Purpose:** Provide funding for individual and collaborative research: publication, creative research and research travel (including, but not limited to original performances, compositions, and choreography; exhibits and installations; festivals; residencies; conference presentations; collaborative research). .

**Deadlines**

Application Due	April 1 2024
Committee Decision Meeting	April 5-20, 2024
Awards Finalized by Dean and Associate Dean	May 1, 2024
Awards Announced	May 15, 2024

Awards Period

July 1, 2024-June 30-2025

**Funds Available:** Up to \$36,000

**Grant Ceiling:** \$4,000

**Awards Anticipated:** 8-12 awards

**Eligibility:** Full-time tenure track or tenured faculty, professors of practice, and lecturers only. One application per faculty per year will be considered. Collaborative researchers are encouraged to apply; the award will be split among researchers. If you have unspent funds from a previous award, that project must be completed and reported before you apply again. **Please note:** The committee reserves the right to partially fund projects/research. Successful proposals may be shared with future applicants

Proposal Requirements:

**Please note:** Your proposal MUST be submitted using the Creative and Scholarly Research Proposal Format outlined below to be reviewed. Proposals not adhering to these guidelines will not be considered for scoring.

Length: **The Creative and Scholarly Research Grant proposal consists of 3 pages total.**

Please do not exceed the page limit for each section.

Page 1 – Cover Sheet/Applicant Information

Page 2 – Narrative/Body of Proposal

Page 3 – Budget and Budget Justification

**CREATIVE AND SCHOLARLY RESEARCH GRANT PROPOSAL TEMPLATE**  
**Please follow the template exactly and in the stated order.**

**Applicant Information**

1. Name of Applicant (or Co-Applicants)
2. Department
3. Discipline Area
4. E-mail Address
5. Daytime Phone
6. Faculty Rank

**Proposal Information**

1. Title of Proposed Research/Creative Work
2. Total Amount of funding requested

**Project Narrative:** Please use these items as **4 subheads** in your proposal narrative. Remember to be persuasive and describe all collaborations clearly.

1. **Description:** Describe your project. Center this description around a clear and measurable research question. State methodology that you will be using (survey, case study, ethnography, historical research, original composition/performance piece/media work, literature review, fine arts exhibition, etc.) and indicate how specific activities lead to your expected outcomes, include work plan and timeline.
2. **Impact on Research:** Describe how this project contributes to and develops your larger research or creative agenda including the university's and COFAC's mission statements and research goals as appropriate.
3. **Distribution:** Explain how your research will be made public: exhibition, publication, performance, lecture/conference presentation, screenings, etc.
4. **Broader Impact:** Describe the broader impact of this project on at least one of the following areas: your department, or program, college, University, field at large, community.
5. **IRB Approval:** If your research involves human subjects – please indicate where your project is in IRB application process.
6. **Other Funding:** Have you applied for other funding (Internal, external)? If so include what you are requesting and approximate notification timetable if you are able.

**Itemized Budget:**

Please include an itemized budget of your proposed use of funds. This numerical/itemized budget will show how you intend to expend your grant award. Your itemized budget should not exceed the total requested. A sample budget is provided for your reference.

**Expenses may include, but are not limited to, the following:**

- Supplies, reproduction rights, etc.
- Installation/exhibition/production costs
- Related services: copies, printing, marketing, etc.
- Publishing expenses
- Recording/documentation costs
- Equipment (Please detail in the budget justification if there is any existing University equipment that could serve your project. If so, please justify the need for this additional equipment purchase.)

**Please note the following along with the budget:**

- Travel must adhere to any restrictions in place at time of travel, including possible quarantine periods. Solo travel around the state, performances filmed by minimal crew, visits to museums/archives that are open might be examples of allowable travel related research. The Committee will prioritize travel plans that are flexible and that allow projects to be completed even if restrictions are not lifted.

- If you wish to hire students to assist you with your research and use research funds to pay students, you are responsible for hiring students through HANDSHAKE and for paying students on your own. The College will not hire or pay students.
- Retroactive expenditures will NOT be funded. All equipment purchased using these funds remain the property of the University and your department. Such equipment does not become personal property (e.g. cameras, printers).
- If the amount you are requesting can only partially fund your project, **explain how** remaining funds will be secured and how your project would be completed if you do not receive those additional funds.
- If you have additional funds already secured for this project beyond the requested amount in this call for proposal, please **indicate these funds** in the budget justification/narrative.
- Please indicate any projected revenue to be earned from this project: ticket sales, book sales, CD/DVD sales, participant tuition/fees, etc.

### Sample Line-Item Budget

ITEM/DESCRIPTION	AMOUNT
Supplies/Materials 1 (be specific)	\$240
Supplies/Materials 2 (be specific)	\$350
Supplies/Materials 3 (be specific)	\$160
Roundtrip airfare	\$450
Hotel	\$350
Per diem	\$200
Project Documentation	\$250
<b>TOTAL PROJECT EXPENSES:</b>	<b>\$2,000</b>

**Budget Notes:** Use this space to indicate any specifics you think will help the committee understand more about what materials or supplies you're requesting.

**Creative and Scholarly Research Proposal Scoring Rubric (Page 1 of 2)**

Points:	1	2	3	4	5
<p><b>Quality of Project</b></p> <p><b>40%</b></p>	<p>Lacks clear statement of the significance of the project, who would be involved and why the project should be funded.</p>	<p>Statement of the significance of the project not fully developed and the qualifications of professionals who would plan and participate in the project unclear or lacking specificity. Outline for project unclear. (Weak explanation of why the project should be funded).</p>	<p>Adequate concept of project, including clear statement of the significance of the project and the qualifications of professionals who would plan and participate in the project. Organized outline of project. (Effort made to explain why project should be funded).</p>	<p>Good concept of project, including a very clear statement of the significance of the project and the qualifications of professionals who would plan and participate in the project. Well-organized outline of project. (Good case made for why project should be funded).</p>	<p>Exceptional strength of concept of project, including a convincing statement of the significance of the project and the qualifications of professionals who would plan and participate in the project. Comprehensive and well-organized outline of the project. (Explanation of importance of project would be acceptable to an outside funder such as the NEA/NEH).</p>
<p><b>Quality and Completeness Of Proposal</b></p> <p><b>20%</b></p>	<p>Applicant addresses none or few of the submission requirements, as outlined in the call for proposal template.</p> <p>Errors in grammar, format and spelling.</p>	<p>Applicant only addresses the most basic of submission requirements, as outlined in the call for proposal template.</p> <p>Inadequate grammar, format and spelling.</p>	<p>Adequate crafting of proposal. Applicant covers all the submission requirements, as outlined in the call for proposal template.</p> <p>Adequate grammar, format and spelling.</p>	<p>Good crafting of proposal. Applicant clearly and convincingly addresses all the submission requirements, as outlined in the call for proposal template.</p> <p>Good grammar, format and spelling.</p>	<p>Exceptional crafting of proposal. Applicant addresses all the submission requirements with extraordinary clarity and convincing rhetoric, as outlined in the call for proposal template.</p> <p>Exemplary writing is clear, concise, and comprehensive including grammar, format and spelling. (Proposal could be submitted to an outside funder).</p>

<b>Research Impact on Targeted Areas: Students, CFA, Career, Local/Regional/National or International Community, Field of Study</b>  <b>20%</b>	Impact on targeted areas not addressed.	Proposes some impact; takes preliminary steps towards defining or addressing relevant problems/issues and/or improving existing practices/programs.	Adequate research impact: Proposes clear impact in at least one targeted area; takes steps towards defining or addressing relevant problems/issues and/or improving existing practices/programs.	Good impact: research Proposes clear impact in more than one targeted area; clearly defines or addresses relevant problems/issues and/or improves existing practices/programs.	Exceptional research impact: Proposes exemplary impact in more than one targeted area; convincingly defines or addresses relevant problems/issues and/or improves existing practices/programs. (Projected impact would be compelling to an external funder such as the NEA/NEH, McCune Foundation etc.)
	1	2	3	4	5
<b>Use of Funds</b>  <b>15%</b>	Projected use of funds is unclear. Completion seems unlikely.	Projected use of funds lacks detail. Likelihood of completion within budget seems questionable.	Projected use of funds is adequate. Likelihood of completion within budget seems possible.	Projected use of funds is good. Likelihood of completion within budget seems strong.	Projected use of funds is clearly defined in the itemized budget. Likelihood of completion within budget seems assured.
<b>Previous COFAC Creative and Scholarly Research Grants</b>  <b>5%</b>	Received <b>COFAC</b> grant within past two years.	Received <b>COFAC</b> grant within past three years.	Has previously received <b>COFAC</b> grant.	First time applicant.	Has applied for but never received a <b>COFAC</b> grant.



### **SAMPLE LINE ITEM BUDGET**

ITEM/DESCRIPTION	AMOUNT
Supplies/Materials 1 (be specific)	\$240
Supplies/Materials 2 (be specific)	\$350
Supplies/Materials 3 (be specific)	\$160
Roundtrip airfare	\$450
Hotel	\$350
Per diem	\$200
Project Documentation	\$250
<b>TOTAL PROJECT EXPENSES:</b>	<b>\$2,000</b>

Base your budget estimates on actual, sourced numbers, i.e. a recent airfare/hotel quote or actual miles X current mileage allowance. Your actual budget is not limited to these categories. They are listed here as examples for the purposes of formatting

### **WRITING A BUDGET JUSTIFICATION - SAMPLE**

The CFA Call for Proposals requires a budget justification/narrative in addition to an itemized budget. When constructing a budget justification, follow the same order as that in the itemized budget, so the committee can easily compare the two documents. You may group like items together under a common “header” for the reader’s ease. However, be sure to address each expense included in the line item budget separately, as noted below.

- A. Supplies and Materials - \$750
  - a. Supplies/Materials Item 1 - \$240 - Description, justification, and/or calculations
  - b. Supplies/Materials Item 2 - \$350 - Description, justification, and/or calculations
  - c. Supplies/Materials Item 3 - \$350 - Description, justification, and/or calculations

B. Travel - \$1,000

- a. Round-trip Airfare - \$450 - Description, justification, and/or calculations
- b. Hotel - \$350 - Description, justification, and/or calculations
- c. Per diem - \$200 - Description, justification, and/or calculations

C. Project Documentation - \$250 - Description, justification, and/or calculations

TOTAL PROJECT EXPENSES: \$2000